

City of Kankakee, Director of Economic Development

Department: Administration/Community Development Agency

Location: 304 S. Indiana Avenue, Kankakee, IL 60901

Date Posted: February 28, 2018

Salary Range: Commensurate with experience and qualifications

Summary:

The City of Kankakee (pop. 26,000) is seeking a Director of Economic Development. Located just 50 miles south of Downtown Chicago, the City of Kankakee is a full-service community employing approximately 250 employees and an annual budget of \$40M. The Director is appointed by the Mayor with confirmation by the City Council and reports to the Mayor and the 14-member Council.

The successful candidate will be responsible for the management and administration of City programs and activities associated with Economic and Community Development goals, including business retention/expansion/attraction, workforce development and planning. The ideal candidate will have advanced knowledge of the principles and practices of economic development programming and administration. The candidate should have exceptional oral and written communications skills while demonstrating the ability to tactfully foster and maintain positive working relationships when dealing with the public. Under the direction of the Mayor, must demonstrate the ability to assist in the planning, directing, supervising, and coordinating of a program to generate and promote redevelopment and economic development strategies and activities throughout the City.

Experience, Training and/or Education:

Any combination of experience, training, and education which provides the required knowledge, skills, and abilities to perform the duties and responsibilities of the job will be considered.

- Bachelor's degree from an accredited college or university with major course work in economics, urban planning, public or business administration or related field; Master's degree in an appropriate field preferred.
- Three to five years of progressive economic development, urban planning, public administration, economics, business administration, or closely related field, experience with a track record of developing and implementing business attraction and retention programs. Supervisory experience is preferred.
- Professional certification with the International Economic Development Council is preferred. If the incumbent does not possess this certification, he/she should be able to obtain it within one year of assuming the position. (Certified Economic Developer)
- Written/spoken fluency in a foreign language is beneficial, particularly Spanish.

Residency:

Residency required within six (6) months of hire.

How to Apply/Application Deadline:

Interested applicants should apply online with résumé, cover letter, and contact information for five professional references by April 2, 2018 to Carolyn A. Croswell/Director of Human Resources ccroswell@citykankakee-il.gov. The City of Kankakee is an equal opportunity employer.(EOE)